



## Office of the State's Attorney for Baltimore City

### Position Announcement: SAO Investigator

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The Office of the State's Attorney for Baltimore City is seeking to fill a contractual position for an SAO Investigator. The position is responsible for assisting in the preparation and investigation of cases for prosecution. The positions to be filled are at our 120 East Baltimore Street location.

#### **Duties:**

Investigator duties include but are not limited to the following:

- Coordinate efforts with local, state, and federal agencies for researching persons of interest and obtaining other identifying information.
- Communicate with Assistant State's Attorneys and provide necessary information, such as the status of warrants or writs and whether or not they are active.
- Prepare and evaluate subpoenas, and follow through to ensure timely receipt of requested subpoenaed documents.
- May be required to testify in cases presented to the Grand Jury for indictment and/or at hearings and trial.
- Ascertain and verify respondent's legal identity through fingerprint identification and other documents, e.g., birth certificates and marriage certificates.
- Interview witnesses and follow through with additional investigative techniques
- Assist in developing potential theories that could be used at trial

#### **Qualifications:**

The best-qualified applicants for the position will have experience in investigative techniques, ability to maintain confidentiality and the ability to conduct investigations in compliance with governing regulations. Candidates must possess excellent research, written and verbal communication skills, must be able to meet deadlines, and be able to synthesize information and draw accurate conclusions. Proficiency with computer software is required. Baltimore City Police Officers must be retired a minimum of 90 days from the Department.

#### **Education Requirements:**

Bachelor's Degree in Criminal Justice or relevant field preferred but not required (Bachelor's Degree in any field will be reviewed for consideration). Required: Five years of criminal investigation experience.

#### **Compensation:**

Starting salary is **\$23 to \$27 per hour**. This is a contractual position. Benefits are not included. Employees are paid for hours actually worked; there is no compensation for annual, sick, personal, holiday leave or office closures.

#### **To Apply:**

Interested persons should email cover letter and resume to [resume@stattdorney.org](mailto:resume@stattdorney.org). Resumes will be accepted until **Friday, July 22, 2016**. Include SAO Investigator in the subject line of your email and your cover letter. Applicants selected for final consideration will undergo a criminal background check and drug testing.

***THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.***